

**Minutes of the Planning Commission Regular Meeting of Tuesday, July 17, 2018  
Council Chambers, One Twin Pines Lane, Belmont, CA**

**ROLL CALL 7:00 P.M.**

Planning Commission members Present: Majeski, Kramer, McCune, Meola, Pyrz

Planning Commission members Absent: Hendrix, Goldfarb

Staff Present: Community Development Director de Melo, Associate Planner Dietz, Planning Technician Shek, and Administrative Assistant Lynn

**PLEDGE OF ALLEGIANCE**

Led by Commission Chair McCune

**COMMUNITY FORUM**

There were no speakers from the public

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

None

**CONSENT CALENDAR**

**A. Minutes of June 19, 2018**

**ACTION:** Meeting Minutes approved 4 Ayes, 0 Noes, 1 Abstain, 2 Absent

**STUDY SESSION**

None

**PUBLIC HEARINGS**

**7. A. 1633 Prospect Street -Single Family Design Review**

Commissioners stated that no ex-parte communications were made.

Associate Planner Dietz provided an overview of the proposed modification that consisted of adding 70 square feet to the previously approved 529 square foot upper floor. The expanded square footage would be used to enlarge a bedroom and closet on the approved second story. Staff findings stated the project is still in compliance with all relevant development standards. Staff recommended project approval.

Chair McCune invited the applicant to speak.

Fred Strathdee, architect, stated that after construction started the owner realized they needed a little more space in the subject bedroom.

**COMMISSION COMMENTS**

In response to Commissioner Meola, Staff stated the maximum square footage that can be built out is 3,064 square feet.

Chair McCune opened the Public Hearing.  
No speakers came forward.  
Chair McCune closed the Public Hearing.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Meola, seconded by Commissioner Majeski to approve a Single-Family Design Review amendment to allow a 70 square foot increase for a previously-approved 571 square foot upper floor addition. (Application No. PA2018-0050)

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. B. 1830 Robin Whipple Way-Single Family Design Review**

Commissioners stated that no ex-parte communications were made.

Associate Planner Dietz summarized the staff report to consider a Single-Family Design Review to construct a 1,319 square foot upper floor addition to the existing 1,611 square foot single-family residence. Staff recommended project approval.

Chair McCune invited the applicant to speak.

David Hernandez, architect, concurred with staff's presentation and had no additional comments.

In response to Commissioner Meola, staff stated that projects such as this come do come up that are close to the maximum square footage allowable. Staff also stated that provisions are in place with the additional conditions of approval to verify that the project will not exceed the maximum.

In response to Commissioner Majeski, Staff stated that the square footage may vary a little pending on the thickness of the stucco wall. It is noted on the building plans and the conditions of approval to keep the square footage under the maximum allowable.

Chair McCune opened the Public Hearing. No speakers came forward. Chair McCune closed the Public Hearing.

#### **COMMISSION COMMENTS**

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Meola, seconded by Commissioner Majeski to approve a Single-Family Design Review to construct a first and second floor addition totaling 1,319 square feet for an existing 1,611 square foot single-family residence. (Application No. PA2018-0048)

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

## **7. C. 1503 Folger Drive-Single Family Design Review**

Commissioners stated that site visits were made and there were no ex-parte communications.

Planning Technician Shek provided a brief background of this item that was previously brought to the Commission for a Single-Family Design Review to demolish the existing house and construct a new 3,030 square foot two-story home. After deliberation in the last meeting, a tree removal permit was included in the project and brought back for Commission approval.

Chair McCune invited the applicant to speak. No comments were made.

Chair McCune opened the Public Hearing.

Mr. De Martini, resident, stated he had concerns on how the demolition materials will be handled, as well as the parking issues during construction.

Staff responded that there are robust conditions in place, and the project management plans and demolition codes are part of the conditions for compliance. Conditions of Approval also address construction parking.

Chair McCune closed the Public Hearing.

### **Applicant rebuttal:**

Property Owner stated they will comply with the City requirements for demolition material handling and are aware of the parking issues and will work with the contractor.

Additionally, staff responded that in the Construction Management Plan, Condition No. 9, has stated that if conditions are not met, they are subject to a Stop Work Order. Pre-construction meetings with the City are also held to go over the conditions.

## **COMMISSION COMMENTS**

In response to Commissioner Pyrz, staff stated the subject tree to be removed is currently affecting the existing home. Due to the design to build forward on the lot, and the grading issues behind the home, this creates the necessity to remove the tree. The landing of the front door will be placed where the tree currently is located.

Commissioner Meola addressed the neighbors concern as stated on page 9 in the Conditions of Approval that the applicant is directed to comply with the conditions of the Belmont Police Department.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Majeski, seconded by Commissioner Meola to approve a Single-Family Design Review to demolish the existing house and construct a new 3,030 square foot two-story home, and a Tree Removal Permit to remove one protected tree. (Application No. PA2018-0011).

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. D. 2503 Carmelita Avenue-Single Family Design Review**

Commissioners stated that no ex-parte communications were made.

Planning Technician Shek summarized the staff report to consider a Single-Family Design Review to construct a new 872 square foot second floor and a 509 square foot first floor addition to an existing 1,381 square foot single-family residence. No new landscaping is proposed, no grading onsite, and no public views are impacted. Staff recommended approval of this item.

Chair McCune invited the applicant to speak.

Veronique Garcia, applicant, reiterated that this addition will provide more room for the owner's family.

Chair McCune opened the Public Hearing. No speakers came forward.

Chair McCune closed the Public Hearing.

#### **COMMISSION COMMENTS**

Commissioner Majeski stated he wanted to know the difference between this corner lot project and another project which had a side/corner lot layout.

Planning Technician Shek stated the other lot was a "reverse corner lot", which means the rear property touches the side of the neighboring property. The current lot is pie shaped, which is offset. This configuration creates a disadvantage due to the 20-foot setback, thus pushing their addition toward the back.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Kramer, seconded by Commissioner Meola to approve a Single-Family Design Review to construct a new 872 square foot second floor and a 509 square foot first floor addition to an existing 1,381 square foot single-family residence. (Application No. PA2018-0045).

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

#### **7. E. 6, 8, and 10 Davis Drive-Annual Review of an Adopted Development Agreement**

Community Development Director de Melo provided an overview of the periodic annual review of the adopted Development Agreement that allowed for the construction of Crystal Springs Uplands School. All the components of the agreement are listed in the staff report and are compliant except for the offsite traffic signalization. Staff stated there were unanticipated lines found underground in the vicinity which required remedy and took time.

The construction schedule is back on track, and the anticipated completion time for the traffic signalization is mid-September. Regarding the traffic counts, the project is subject to the Transportation Demand Management Plan. Traffic counts are fully compliant. Staff believes findings can be made in the affirmative to confirm compliance with the Development Agreement.

Commissioners stated that site visits were made and there were no ex-parte communications.

Chair McCune invited the applicant to speak. The applicant had no comments.  
Chair McCune opened the Public Hearing. No speakers came forward.  
Chair McCune closed the Public Hearing.

### **COMMISSION COMMENTS**

In response to Commissioner Pyrz, staff stated that an extension for the traffic development has been granted by the City due to issues outside of the applicants control that contributed to the delay.

Commissioner Meola elaborated on the delays due to unforeseen underground issues, as well as delays due to City staff on getting to the source of what type of signals were needed and ordering issues. Commissioner Meola restated that last year she talked about delays that were not attributable to CSUS.

Commissioner Majeski would like to see the City create better records with underground GIS mapping for future projects.

Commissioner Kramer and Chair McCune stated the Traffic Management has been successful and better than planned.

Commissioners all concurred in approval and made the findings.

**ACTION:** On a motion by Commissioner Majeski, seconded by Commissioner Meola to approve the Annual review of an adopted Development Agreement that allowed for the construction of a private middle school.

Approved 5-0 (5 Ayes, 0 No, 2 Absent)

Chair McCune stated this item is appealable within 10-calendar days.

### **OTHER BUSINESS / UPDATES**

After polling the Commission, and brief discussion on scheduling, staff and the Commission concluded that the August 7<sup>th</sup> Commission Meeting is cancelled.

The next meeting will take place on August 21st.

Director deMelo introduced the new Parks and Recreation Director Brigitte Shearer. She gave a brief overview of the Twin Pines Master Plan Project and stated there were two seats available for the Commissioners to consider. At a previous meeting, Commissioner Pyrz and Chair Goldfarb showed interest and were appointed; they will remain on this subcommittee. Commissioner Majeski will be able to serve if one of the other Commissioners are unable.

Staff announced the Autobahn Motors Ribbon Cutting to take place on July 19<sup>th</sup> at 4:00pm.

**ADJOURNMENT at this time being 7:57 PM** to a regular meeting of the Planning Commission to be held on August 21, 2018.

Diane Lynn  
Administrative Assistant

Meeting televised and web streamed